

~~CONFIDENTIAL~~

3 December 1952

TO: Deputy Director (Administration)

FROM: Chief, Organization & Methods Service

SUBJECT: Personnel Status

Document No. *Survey*

NO CHANGE in Class. ☒

☐ DECLASSIFIED

Class. CHANGED TO: TS *Handwritten initials*

DDA Memo, 4 Apr 53

Auth: DDA REG. 77/173

Date: 22 Feb 78 By: *bn*

1. PROBLEM.

Can administrative expense occasioned by transfers of personnel between vouchered and unvouchered status be reduced? (See Tab. A attached.)

2. FACTS BEARING ON THE PROBLEM.

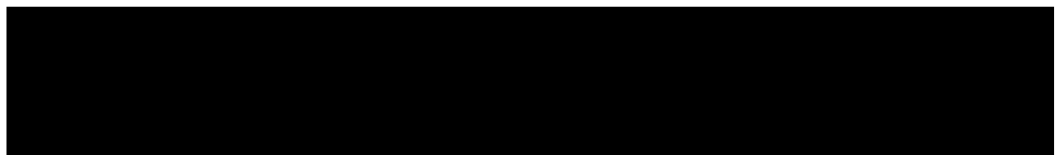
A. Personnel Involved -- Approximately [REDACTED] vouchered staff employees in the clandestine services, Office of Communications, Office of Training and Office of Security.

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B. Frequency of Conversion -- Conversions are now averaging approximately 175 per month.

3. DISCUSSION.

A. Adoption of the DD/P proposal would require certain clearances and arrangements with the Bureau of the Budget, the General Accounting Office and the Civil Service Commission. Additionally, its adoption would require aggressive and widespread measures in order to preserve the security of a very large and unwieldy system.



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4. CONCLUSIONS.

Installation of the procedure developed by the Personnel Office will eliminate many of the procedural differences between vouchered and unvouchered personnel transactions, and in doing so, achieves the objective mentioned in the DD/P proposal. No more than \$5,000 to \$6,000 per year could be saved in other areas of the Agency, particularly the Comptroller's Office, through conversion of the vouchered positions in question to unvouchered status. Thus the savings to be realized do not justify a departure from Agency precedent.

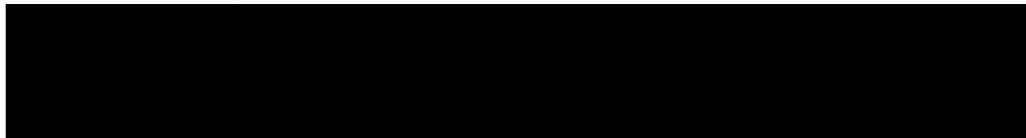
The Chief of Administration, DD/P, agrees with these findings and conclusions and has expressed a preference for installation of new personnel procedures in lieu of his original proposal.

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5. ACTION RECOMMENDED



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W. L. PEEL
Chief, Organization & Methods Service

ANNEX:

I - Copy of memorandum for DD/A; subject, Personnel Status

CONCURRENCES:

[Signature]

[Signature]

Acting (Comptroller)

(Assistant Director for Personnel)

ACTION BY APPROVING AUTHORITY:

Date _____

Approved (disapproved), exceptions, if any.

(Deputy Director of Administration)

cc: *Comptroller*
Chief of Adm, DD/P
Assistant Director, Personnel

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